

NEW JERSEY STATE DEPARTMENT OF EDUCATION
OFFICE OF CRIMINAL HISTORY REVIEW
TRANSMITTAL FORM
SCHOOL BUS DRIVER

MISC070030695
C93-07070

(Type of print in ink)

INSTRUCTIONS

1. Enter name and address of submitting district/private school. include identifying code number for county, district/private school and contractor if applicable.
2. If transmittal is for contractor employees, enter name and address of company. DO NOT INCLUDE CONTRACTOR EMPLOYEES ON SAME TRANSMITTAL USED FOR DISTRICT/PRIVATE SCHOOL EMPLOYEES, CONTRACTOR EMPLOYEES MUST BE SUBMITTED ON A SEPARATE **TRANSMITTAL** FORM.
3. Enter name, title, and signature of county, district or school administrator submitting transmittal.
4. Enter date of submission.
5. Complete Employee Roster by listing each submitted employees alphabetically.
6. Retain the district/private/contractor copy of all pages and forward the remainder along with applicant's completed State and Federal fingerprint cards, notarized Applicant Authorized and Certification form, and payment, to the address below.
7. Provide the applicant with the canary copy of the completed authorization & certification to be presented to the Division of Motor Vehicles.
8. Three digit school code for private agencies only.

TRANSMITTAL - SCHOOL BUS DRIVER

TO: **OFFICE OF CRIMINAL HISTORY REVIEW**
NEW JERSEY STATE DEPARTMENT OF EDUCATION
225 West State Street
CN 500
Trenton, New Jersey 08625-0500

FROM: _____ I - I - I _____ I - | - | - | | - | - | _____ | - | - | | - | - | - | - |
County Name Code District/Private School Name Code Code Contractor Name, if applicable Code Code

Street Address City State Zip Code

Submitted herewith is the name and social security number of each district/private school or contractor employee hired in accordance with the provisions of **NJSA 18A:39-19**. I, et seq., in order to fulfill the district's obligation to provide a thorough and efficient operation.

Name (Print or Type) Title Telephone #
()

Signature Date

Copy Distribution: White-Department of Education

Canary-Duplicate

Pink-Submitting District/Private School

Goldenrod-Contractor